

9/12/07 LIBRARY BUILDING COMMITTEE

REGULAR MEETING MINUTES

TAKEN BY: LISA RABIDEAU, LBC CLERK

MINUTES APPROVED ON OCTOBER 10, 2007

DATE: Wednesday, September 12, 2007

TIME: 6:30 pm

**PLACE: OAKLAND MAPLEVILLE FIRE DEPARTMENT, 46
Oakland School Street, Oakland, RI**

**MEMBERS PRESENT: David Ketcham, Victor Antoniello, Michael
Magnan, James Moran, Robert Martel**

MEMBERS ABSENT: Christopher Blakely, G. Wayne Miller*

**OTHERS PRESENT: Daniel Joubert, Clerk of the Works; Pamela Choi
Redfern**

**CALL TO ORDER: Meeting was called to order by Victor Antoniello
at 6:32 p.m.**

*** NOTE: G. Wayne Miller was absent from this meeting due to a
scheduling conflict with a Jesse M. Smith Library Trustees Meeting.**

1. PREVIOUS MINUTES

**a. That the question of accepting the minutes of August 15, 2007
(regular meeting) and the question of dispensing with the reading of
said minutes now be taken up.**

VOTED: To accept the minutes of the August 15, 2007 (regular

meeting) and dispense with the reading of said minutes. MOTION BY: James Moran SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, Michael Magnan, James Moran, Robert Martel VOTING AGAINST: none

b. That the question of accepting the minutes of August 20, 2007 (special meeting) and the question of dispensing with the reading of said minutes now be taken up.

VOTED: To accept the minutes of the August 20, 2007 (special meeting) and dispense with the reading of said minutes. MOTION BY: David Ketcham SECONDED: James Moran THOSE VOTING FOR THE MOTION: David Ketcham, Michael Magnan, James Moran, Robert Martel VOTING AGAINST: none ABSTAINED: Victor Antoniello

2. UNFINISHED BUSINESS

LBC-200 Discuss and take action on Change Request #75 from E. W. Burman (dated 8/1/07) in the amount of \$1905 relative to Trash Bin Enclosure.

VOTED: To REJECT the change request as written above. MOTION BY: James Moran SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, Michael Magnan, James Moran, Robert Martel VOTING AGAINST: none

3. NEW BUSINESS

LBC-203 Discuss request from G. Wayne Miller to consider putting out a press release regarding the early completion of the library.

Wayne Miller is looking to put out a press release regarding the

completion date of the library.

NO ACTION TAKEN

LBC-204 Discuss and take action on request from Sandra Mundy regarding a purchase order for the Checkpoint Theft Detection System.

VOTED: To APPROVE purchase order as written above. MOTION BY: David Ketcham SECONDED: James Moran THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, Michael Magnan, James Moran, Robert Martel VOTING AGAINST: none

LBC-205 Discuss request from Pamela Choi Redfern regarding signage for building.

Pam Redfern distributed draft a signage package. A few small adjustments will be made and it will then be submitted for bid process. There was discussion regarding the wording for the bronze plaque.

NO ACTION TAKEN

LBC-206 Discuss request from Vic Antoniello to consider providing the Town Council with a project update and tour of the building.

David Ketcham advises that they are planning to report to the Town Council on 9/26. Dan Joubert suggests a tour of building prior to the Town Council meeting.

NO ACTION TAKEN

LBC-207 Discuss request from Vic Antonello to consider how the LBC can support and assist the Capital Campaign Committee with their proposed silent auction.

Although all members are in support of this project, no one has the time available to dedicate to the position of co-chair. Administrative clerk to draft letter to capitol campaign committee regarding this.

4. INVOICES & EXPENSES

LBC-208 Discuss and take action on approval of General Contractor's Requisition #14 (dated 8/31/2007) in the amount of \$868,338 for contractor services.

VOTED: To PAY INVOICE as written above. MOTION BY: James Moran SECONDED: David Ketcham THOSE VOTING FOR THE MOTION: Victor Antonello, David Ketcham, Michael Magnan, James Moran, Robert Martel VOTING AGAINST: none

LBC-209 Discuss and take action on INVOICE # 7264 from Newport Collaborative (dated 8/15/07) in the amount of \$7380 for professional services.

VOTED: To PAY INVOICE as written above. MOTION BY: Robert Martel SECONDED: David Ketcham THOSE VOTING FOR THE MOTION: Victor Antonello, David Ketcham, Michael Magnan, James Moran, Robert Martel VOTING AGAINST: none

LBC-210 Discuss and take action on INVOICE # 1017648.006 from

Jacques Whitford Company (dated 8/21/07) in the amount of \$781.55 for professional services.

VOTED: To PAY INVOICE as written above. MOTION BY: James Moran SECONDED: David Ketcham THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, Michael Magnan, James Moran, Robert Martel VOTING AGAINST: none

LBC-211 Discuss and take action on INVOICE # 1458924 from ATC Lincoln (dated 8/20/07) in the amount of \$4385.45 for professional services.

Noted that this invoice had not yet been approved by Tom Kravitz and Dan Joubert

VOTED: To TABLE invoice to next meeting. MOTION BY: James Moran SECONDED: Robert Martel THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, Michael Magnan, James Moran, Robert Martel VOTING AGAINST: none

LBC-212 Discuss and take action on INVOICE # 3090054200 from STAPLES (dated 8/25/07) in the amount of \$75.74 for supplies ordered by LBC administrative clerk.

VOTED: To PAY INVOICE as written above. MOTION BY: James Moran SECONDED: David Ketcham THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, Michael Magnan, James Moran, Robert Martel VOTING AGAINST: none

LBC-213 Discuss and take action on INVOICE #27 from Lisa Rabideau (dated 8/19/07) in the amount of \$707.11 for clerk services.

VOTED: To PAY INVOICE as written above. MOTION BY: James

**Moran SECONDED: David Ketcham THOSE VOTING FOR THE
MOTION: Victor Antoniello, David Ketcham, Michael Magnan, James
Moran, Robert Martel VOTING AGAINST: none**

**LBC-214 Discuss and take action on INVOICE #28 from Lisa Rabideau
(dated 9/2/07) in the amount of \$365.66 for clerk services.**

VOTED: To PAY INVOICE as written above. MOTION BY: James

**Moran SECONDED: David Ketcham THOSE VOTING FOR THE
MOTION: Victor Antoniello, David Ketcham, Michael Magnan, James
Moran, Robert Martel VOTING AGAINST: none**

**LBC-215 Discuss and take action on INVOICE #4507 from Daniel
Joubert (dated 9/5/07) in the amount of \$166.23 for Clerk of the Works
monthly expenses.**

VOTED: To PAY INVOICE as written above. MOTION BY: David

**Ketcham SECONDED: James Moran THOSE VOTING FOR THE
MOTION: Victor Antoniello, David Ketcham, Michael Magnan, James
Moran, Robert Martel VOTING AGAINST: none**

5. CHANGE ORDERS

**LBC-216 Discuss and take action on Change Request #76 from E. W.
Burman (dated 8/24/07) in the amount of \$2800 relative to Installing
Level 5 Finish on Walls in Rooms 125, 126, & 127.**

**Dan Joubert explained reasoning for this change request. Vic
Antoniello advises that he already gave verbal approval for this item.**

VOTED: To APPROVE change request as written above. MOTION BY:

David Ketcham SECONDED: James Moran THOSE VOTING FOR

THE MOTION: Victor Antoniello, David Ketcham, Michael Magnan, James Moran, Robert Martel **VOTING AGAINST:** none

LBC-217 Discuss and take action on Change Request #77 from E. W. Burman (dated 8/30/07) in the amount of \$691 relative to Installing Level 5 Wall Finish in Room 200.

VOTED: To APPROVE change request as written above. **MOTION BY:** David Ketcham **SECONDED:** James Moran **THOSE VOTING FOR THE MOTION:** Victor Antoniello, David Ketcham, Michael Magnan, James Moran, Robert Martel **VOTING AGAINST:** none

6. REPORTS

A. ARCHITECT

Pam Redfern notes that the carpets will be put in soon; that the construction meetings are now being held bi-weekly; and that things are moving along well.

B. CLERK OF THE WORKS

Clerk of the Works Weekly Site Report 8/17/07

Clerk of the Works Weekly Site Report 8/24/07

VOTED: To RECEIVE AND FILE all. **MOTION BY:** James Moran

SECONDED: David Ketcham **THOSE VOTING FOR THE MOTION:** Victor Antoniello, David Ketcham, Michael Magnan, James Moran, Robert Martel **VOTING AGAINST:** none

C. GENERAL CONTRACTOR

Minutes from 8/10/07

Minutes from 8/23/07

VOTED: To RECEIVE AND FILE all. **MOTION BY:** James Moran

SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:
Victor Antonielli, David Ketcham, Michael Magnan, James Moran,
Robert Martel VOTING AGAINST: none

D. ENVIRONMENTAL CONTRACTOR NOT HERE

Dan Joubert notes that the first round of tests was done on the wells and the results were good.

E. PLANNING DEPARTMENT NOT HERE

F. LIBRARY ADMINISTRATION NOT HERE

G. LIBRARY FUNDRAISING COMMITTEE NOT HERE

David Ketcham notes that the largest individual donation to date (in the amount of \$30,000) was received from a subject who lives in Minnesota.

H. BUDGET UPDATE

David Ketcham brought up question regarding Clerk of the Works contract regarding payments if job is completed ahead of schedule.

7. CORRESPONDENCE/COMMUNICATIONS

A. REQUEST(S) FOR INFORMATION TO BE RECEIVED NONE

B. REVIEW AND ACT ON CORRESPONDENCE/COMMUNICATIONS

Letter (dated August 23, 2007) from Victor Antonielli to Carlo Cantamessa (PSI-NESP) formally awarding library shelving bid.

VOTED: To RECEIVE AND FILE. MOTION BY: James Moran

SECONDED: Robert Martel THOSE VOTING FOR THE MOTION:
Victor Antonielli, David Ketcham, Michael Magnan, James Moran,

Robert Martel **VOTING AGAINST: none**

8. GENERAL DISCUSSION OF PROJECT

- Victor Antonielli notes that the shelving contract has not been signed due to minor changes requested by legal council. They are being worked out, and the contract will be signed as soon as possible.
- Dan Joubert advised of some minor shelving changes.

9. THIS MEETING WAS ADJOURNED AT 7:50 PM

VOTED: To ADJOURN. MOTION BY: David Ketcham SECONDED: James Moran THOSE VOTING FOR THE MOTION: Victor Antonielli, David Ketcham, Michael Magnan, James Moran, Robert Martel VOTING AGAINST: none

MINUTES

CERTIFIED

BY:

Lisa Rabideau, Clerk to LBC Date

MINUTES

APPROVED:

Victor Antoniello, LBC Chairman Date

NOTES FROM COMMITTEE CLERK:

1. THE NEXT REGULAR MEETING IS SCHEDULED FOR WEDNESDAY,

**OCTOBER 10, 2007 AT 6:30 P.M. AT THE OAKLAND MAPLEVILLE
FIRE DEPARTMENT**